

Defense Intelligence Senior Executive Service (DISES)  
Position Vacancy Announcement  
For the  
**National Geospatial-Intelligence Agency**

***Announcement No. HQ NGA DISES 2006-7***

***Opening Date:*** 19 April 2006

***Closing Date:*** 19 May 2006

***Position Title/Series:*** Director, Acquisition Directorate/Series IE-1301

***Number of Vacancies:*** 1

***Salary Range:*** \$109,808 -\$152,000

***Location:*** National Geospatial-Intelligence Agency (NGA)  
Acquisition Directorate  
Reston, VA or Bethesda, MD

***Area of Consideration:*** All Sources

***How to Apply:*** To receive ***FULL*** consideration, submit an ***original and four copies*** of your current application. You must identify the position vacancy announcement number. Permanently attach all components of each application package. There is no application of preference, therefore, an Application for Federal Employment (SF-171); Application for Federal Employment (OF-612); or a resume may be used. **Certain information is required** to be submitted, e.g., full name, mailing address, phone numbers, social security number, education, work experience, Executive Core Qualifications and Technical Qualification Statements. Failure to provide all the required information and copies could result in an ineligible rating. Incomplete applications will not be considered.

***Special note*** - - Current DISES, Senior Executive Service (SES) and Senior Intelligence Service (SIS) employees are not required to submit documentation of your Executive Core Qualifications (ECQs) since you have already demonstrated your ECQs. However, you must submit documentation to address your competencies in the area under the "Technical Qualifications." (All other candidates must submit all required paperwork.)

***Submit your application to:***

**HUMAN DEVELOPMENT/EXECUTIVE RESOURCES**

Mail Stop D-49  
4600 Sangamore Road  
Bethesda, MD 20816-5003

***Applications must be received by the closing date.*** A postmark will ***NOT*** prevail. Applications will ***NOT*** be returned. Please reference announcement number shown above.

***Basic Duties and Responsibilities:***

Incumbent reports to the Deputy Director, National Geospatial-Intelligence Agency (NGA) and serves as Director of the Acquisition Directorate (D/A) as well as the Component Acquisition Executive (CAE) for NGA. The D/A is responsible for the engineering and integration of a highly complex network of systems within the National System of Geospatial Intelligence (NSG). NSG allows the Intelligence and Geospatial Community (IGC) and DoD to manage and exploit imagery and other data assets in order to produce, store and disseminate geospatial intelligence. NSG is the integration of technology, policies,

capabilities and doctrine necessary to conduct geospatial intelligence in a multi-intelligence (multi-INT) environment. It includes domestic and foreign mission partners in an enterprise that includes tasking, collection, processing, exploitation and dissemination in support of NGA's mission to provide timely, relevant and accurate intelligence in support of national security. D/A manages greater than \$1B in annual expenditures. The D/A is responsible for the full-spectrum of management to include internal coordination of activities and programs within the Acquisition Directorate, with other NGA Directorates and support elements, with the National Reconnaissance Office (NRO), with the Office of the Director of National Intelligence as well as with USDI, OMB and Congress. The D/A develops investment and acquisition plans to implement and sustain the means to store and deliver information to provide seamless access on short timelines at the lowest possible classification. The D/A determines and approves programs and is accountable for cost, schedule and performance for assigned requirements. The D/A leads an organizational unit comprised of four offices (business operations, contracting, systems engineering and systems development) and over 500 multi-service, civilian government, and contractor personnel. The D/A provides direct supervision to SES-level office directors and is responsible for the Total Pay Compensation for all Directorate personnel. As a director of one of the five line organizations of NGA, the D/A is responsible for resource management and planning throughout NGA. The D/A may be required to represent NGA at senior level meetings and conferences and will resolve issues associated with complex, controversial or precedent-setting matters that have a crucial bearing on the accomplishment of current or future NSG activities. In the CAE role, the D/A is responsible for ensuring an end-to-end acquisition strategy for all NGA acquisitions and contracts as well as ensuring that all acquisition decisions are supported by well-defined business cases.

***Qualification Requirements:*** Eligibility for this executive level position will be based upon a clear demonstration that the applicant has had experience of the scope and quality sufficient to effectively carry out the assignments of the position. The successful applicants will be distinguished from other applicants by a review of the following Executive Core Qualifications (ECQs) and Technical Qualifications. Failure to meet a Qualification requirement will disqualify an applicant. Use an **Activities/Context/Outcome Approach** when describing your ECQs and keep in mind that reviewers will be looking for specific job-related activities and they will be interested in the context and outcomes of these activities. First, identify specific job-related activities (e.g., leadership, planning, acquiring a diverse workforce, budgeting) in which you participated and describe your actions. Next describe the context or environment within which you performed these actions. Mention other individuals or groups involved in the activity (e.g., client groups, members of Congress, individuals in other organizations). Lastly, state the outcomes of your actions. These indicate the quality and effectiveness of your performance and demonstrate your ability to achieve results, a key requirement of executive positions. Start your qualification statements with a brief summary of your managerial experience before individually addressing each of the five ECQs.

ECQs and their key characteristics: (Include as separate attachment **one page maximum per ECQ**)

***(1) Leading Change:***

This core qualification encompasses the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity – to continually strive to improve customer services and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

Key characteristics include:

- Identifying and integrating key issues affecting the organization, including political, economic, social, technological, and administrative factors.
- Understanding the roles and relationships of components of the national policy making and implementation process, including the President, political appointees, Congress, the judiciary, state

and local governments, and interest groups; and formulating effective strategies to balance those interests consistent with the business of the organization.

- Exercising leadership and motivating managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities; encouraging creative thinking and innovation; designing and implementing new or cutting edge programs/processes.
- Being open to change and new information; tolerating ambiguity; adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution.
- Displaying a high level of initiative, effort, and commitment; being proactive and achievement-oriented; being self-motivated; pursuing self-development; seeking feedback from others and opportunities to master new knowledge.
- Dealing effectively with pressure; maintaining focus and intensity and remaining persistent, even under adversity; recovering quickly from setbacks.

***Creativity and Innovation   Resilience  
Continual Learning   Strategic Thinking  
External Awareness   Vision  
Service   Motivation   Flexibility***

## ***(2) Leading People:***

This core qualification involves the ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals. Key characteristics include:

- Providing leadership in setting the work force's expected performance levels commensurate with the organization's strategic objectives; inspiring, motivating, and guiding others toward goal accomplishments; empowering people by sharing power and authority.
- Promoting quality through effective use of the organization's performance management system (e.g., establishing performance standards, appraising staff accomplishments using the developed standards, and taking action to reward, counsel, or remove employees, as appropriate).
- Fostering commitment, team spirit, pride, trust, and group identity; taking steps to prevent situations that could result in unpleasant confrontations.
- Valuing cultural diversity and other differences; fostering an environment where people who are culturally diverse can work together cooperatively and effectively in achieving organizational goals.
- Assessing employees' unique developmental needs and providing developmental opportunities which maximize employees' capabilities and contribute to the achievement of organizational goals; developing leadership in others through coaching and mentoring.
- Resolving conflicts in a positive and constructive manner; this includes promoting labor/management partnerships and dealing effectively with employee relations matters, attending to morale and organizational climate issues, handling administrative, labor management, and EEO issues, and taking discipline actions when other means have not been successful.

***Conflict Management   Integrity/Honesty  
Cultural Awareness   Team Building***

## ***(3) Results Driven:***

This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning, and implementation and evaluation of programs and policies. Key characteristics include:

- Understanding and appropriately applying procedures, requirements, regulations, and policies related to specialized expertise; understanding linkages between administrative competencies and mission needs; keeping current on issues, practices and procedures in technical areas.
- Stressing results by formulating strategic program plans which assess policy/program feasibility and include realistic short- and long-term goals and objectives.
- Exercising good judgment in structuring and organizing work and setting priorities; balancing the interests of clients and readily readjusting priorities to respond to customer demands.
- Anticipating and identifying, diagnosing, and consulting on potential or actual problem areas relating to program implementation and goal achievement; selecting from alternative courses of corrective action; and/or taking action from developed contingency plans.
- Setting program standards; holding self and others accountable for achieving these standards; acting decisively to modify them to promote customer service and/or the quality of programs and policies.
- Identifying opportunities to develop and market new products and services within or outside of the organization; taking risks to pursue a recognized benefit or advantage.

*Accountability Entrepreneurship*  
*Customer Service Problem Solving*  
*Decisiveness Technical Credibility*

**(4) Business Acumen:**

This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills trust and accomplishes the organization's mission, and to use new technology to enhance decision-making. Key characteristics include:

- Building a diverse workforce with the necessary competencies and/or potential through appropriate planning, development, recruitment, and selection processes to achieve organizational results.
- Overseeing the allocation of financial resources identifying cost-effective approaches; establishing and assuring the use of internal controls for financial systems.
- Managing the budgetary process, including preparing and justifying a budget and operating the budget under organizational and Congressional procedures; understanding the marketing expertise necessary to ensure appropriate funding level.
- Overseeing procurement and contracting procedures and processes.
- Integrating and coordinating logistical operations.
- Ensuring the efficient and cost-effective development and utilization of management information systems and other technological resources that meet the organization's needs; understanding the impact of technological changes on the organization.

*Financial Management Technology Management*  
*Human Resources Management*

**(5) Building Coalitions/Communication:**

This core qualification involves the ability to explain, advocate, express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations and organizational units, and to identify the internal and external politics that impact the work of the unit. Key characteristics include:

- Representing and speaking for the organizational unit and its work (e.g., presenting, explaining, selling, defining, and negotiating) to those within and outside the office (e.g., agency heads and other government executives; corporate executives; Office of Management and Budget; Congressional members, staffs, and committees; the media; clientele and professional groups); making clear and convincing oral presentations to individuals and groups; listening effectively and clarifying information; facilitating an open exchange of ideas.

- Establishing and maintaining work relationships with internal organizational units (e.g., other program areas and staff support functions); approaching each problem situation with a clear perception of organizational and political reality; using contacts to build and strengthen internal support bases; getting understanding and support from higher level management.
- Developing and enhancing alliances with external groups (e.g., other agencies or firms, governments, Congress, and clientele groups); engaging in cross-functional activities; finding common group with a widening range of stakeholders.
- Working in groups and teams; conducting briefings and other meetings; gaining cooperating from others to obtain information and accomplish goals; facilitating “win-win” situations. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect. Seeing that reports, memoranda, and other documents reflect the position and work of the organization in a clear, convincing, and organized manner.

***Influencing/Negotiating Partnering  
Interpersonal Skills Political Savvy  
Oral Communication Written Communication***

***Position Demands:*** This executive level position requires strong program leadership, systems engineering and technical experience in the field of program management, an expert understanding of federal contracting and acquisition, and substantive management of large organizations.

***Technical Qualifications (TQs):*** This position is a Critical Acquisition Position in accordance with the Defense Acquisition Workforce Improvement Act (DAWIA). Applicant selected for this position must apply for membership to the Acquisition Corps and obtain Level III DAWIA Certification in Program Management within 18 months of being selected for this position.

*(Include as separate attachments, **two pages maximum per TQ.**)*

1. Demonstrated ability to administer, coordinate, and direct activities in the areas of systems engineering, development, acquisition and sustainment of large scale information technology systems.
2. Working knowledge of the organizations, processes, programs, and policies of the DoD and the Intelligence Community. Substantial knowledge of DoD and IC acquisition regulations and acquisition processes
3. Substantial knowledge of the fundamentals of program management, architecture planning, systems engineering, contracting and systems standards.
4. Experience in program management of multiple integrated development programs involving large numbers of industry partners.
5. Demonstrated leadership of a large organization and the ability to interact with customers and oversight organizations at all levels of the government.

***Evaluation Methods:*** Applicants will be evaluated based on job-related criteria identified under the Qualification Requirements by a screening panel of senior representatives with functional backgrounds relevant to this position. Interviews may be conducted.

***Security Clearance and Access Level:*** This position requires access to classified Defense Department and Intelligence Community information. The individual selected must already possess, or be

immediately eligible for, a TOP SECRET security clearance and access to Sensitive Compartmented Information. U.S. citizenship is required for the granting of a security clearance.

**Other Requirements:**

1. Applicant selected for this position is subject to the completion of a one-year probationary period in conjunction with the appointment at the DISES level. (Applicants selected from outside NGA are subject to the completion of a two-year probationary period associated with their initial appointment to the Agency.)
2. This position is covered under the Ethics in Government Act of 1978 (P.L. 95-521). Incumbent is required to file an Executive Personnel Financial Disclosure Report (SF-278) with the NGA Office of General Counsel.
3. State the lowest pay you will accept.
4. Provide the name, address, and telephone number of three references to substantiate your qualifications.
5. Employment is subject to requirements of the NGA Drug Testing Program.

**Other Information:**

1. All qualified applicants will receive consideration for appointment without regard to race, age, religion, color, national origin, sex, sexual orientation, handicap, political affiliations, or any other non-merit factor.
2. Copies of this announcement and other general information may be obtained through the NGA website [www.nga.mil/careers](http://www.nga.mil/careers), or by calling (301) 227-2531/2877 or DSN 287-2531/2877.
3. Applications will not be returned.
4. NGA is an Equal Opportunity Employer.
5. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.
6. Use of postage paid Government agency envelopes to file job applications is a violation of Federal law and regulation.
7. Please identify how you became aware of this vacancy, e.g., opm.gov, The Washington Post, NGA Web Page, employee, etc.